



**April 3 through May 3**



**ACTIVE**



**IMPORTANT NOTICE**

**All benefit eligible employees MUST enroll/decline for 2023-2024 plan year.**

Active Open Enrollment is your opportunity to review your current benefit enrollment and determine the best options for you and your family.

- Log into the BenefitFocus portal. Update personal information, address, phone number and emergency contact.

If you are enrolling new dependents, you will need to provide document dependent verification.

- This is your chance to enroll, remove or modify your current medical, dental, vision, supplemental life and other benefits. You can add or drop dependent coverage and update your beneficiaries.

**Failure to enroll or re-enroll coverage will default the employee into PPO Option B with employee only coverage.**

- If previously enrolled in family coverage, your spouse will be dropped and coverage will be defaulted to PPO Option B, employee plus children only.
- All previously elected benefits will cease (except BASIC life insurance).



Call Human Resources for more  
information  
928-373-1013

